

**MOBILIZATION FORM  
INSTRUCTIONS**

**LOST / DAMAGED EQUIPMENT NOTICE  
FORM 9-2**

**Form Use:**

This form is to be used to report at an event, equipment that is lost or damaged.

**Completing Form:**

- Fill in the boxes with the information requested.
- Use N/A for those not applicable.
- Complete the form on behalf of an individual or fire jurisdiction.
- Use one form per resource number assigned to an event.
- Describe the lost or damaged item in detail.
- Attach a statement describing in detail what happened and be sure to sign and date it.

IF THERE IS NO INVESTIGATION - THERE WILL BE NO CLAIM REIMBURSEMENT

**Review Section:**

This section requires at a minimum the Immediate Supervisor, Safety Officer and Finance Officer signatures.

A copy of this form needs to be left at the incident.

Return the Completed Form Within 45 Days Of The Event:

**EMERGENCY MOBILIZATION SECTION  
POB 42600  
OLYMPIA WA 98504**